## **JOB OPPORTUNITY ANNOUNCEMENT**

## AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 016-2016

**OPEN TO**: All interested candidates

**POSITION**: Registered Professional Nurse FSN-9/FP- 05

**OPENING DATE**: May 18, 2016 **CLOSING DATE**: Until Filled

WORK HOURS: Regular Part - time with 20 hours/week or 40 hours bi-weekly. SALARY: Information on salary and the specifics of this part-time employment

may be obtained from the Human Resources Office

NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The Medical Unit of the U.S. Embassy in Brazzaville is seeking an individual for the position of Registered Professional Nurse. The incumbent will share job with and serve as back up to the Local Physician.

#### BASIC FUNCTION OF POSITION

The incumbent will serve as "**alternate**" Post's health care provider sharing job with the local physician, he/she will provide a full range of professional nursing services to approximately 37 American Staff (including their eligible family members) and occupational health services to approximately 227 Locally Employed Staff.

Note: The incumbent will operate in accordance with pre-determined work hours shifts, sharing job with the Local Physician and will provide services to the Embassy Post Medical Unit.

#### **QUALIFICATIONS REQUIRED**

*NOTE:* All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

#### 1. Education:

Must be a graduate of a professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or any Western European equivalent.

#### 2. Prior work experience:

At least one year of hospital or outpatient nursing experience is required.

#### 3. Language requirements

Level III (Fluent) Speaking/Reading English and French are required (English skills will be tested).

### 4. Knowledge

Must have knowledge of general nursing principles and practice. Uses the professional nursing process including assessment, planning, implementation, and evaluation. Must have knowledge of current nursing technology and methods. Must be knowledgeable on medications, biologics, and immunizations generally used in American Medical practice. Additionally, must be able to administer adult and pediatric immunization program according to current CDC standards. Strong interpersonal skills and a client-oriented disposition are required. Must have good working knowledge or experience in current health promotion recommendations in the U.S. population.

#### 5. Skills and abilities

Must be sensitive to needs and feelings of others and be approachable to every person at post in order to obtain and maintain the trust and confidence of employees and dependents. Must have experience in management and procurement of expendable medical supplies and equipment for ambulatory standards of care. Must be able to perform basic word processing on the computer (Basic Computer skills will be tested).

#### ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, and budget status in determining successful candidacy.
- **2.** Current employees serving a probationary period are not eligible to apply.
- **3.** Current employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- **4.** Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- **5.** Successful candidate must be able to obtain the required security clearance.

#### TO APPLY

# Interested applicants for this position must submit the following or the application will not be considered:

- 1. Application for U.S. Federal Employment (DS-0174) or
- 2. A current resume or curriculum vitae that provides the same information as an DS-0174; plus
- **3.** Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
- **4.** Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

# Please provide a valid e-mail address (electronic mail address) you can contact through.

#### SUBMIT APPLICATION TO

Management Officer

U.S. Embassy Brazzaville -Boulevard Denis Sassou Nguesso

N°: 70-83 Section D (Face Maternité Blanche Gomez) Bacongo, Centre-ville.

E-mail: BrazzaHRO@state.gov

PHONE: 06-612-2000 / 06-612-2073 / 06-612-2143/06-612-2133 Website: <a href="http://brazzaville.usembassy.gov/job-opportunities.html">http://brazzaville.usembassy.gov/job-opportunities.html</a>

### Female Applications are encouraged.

Please provide a valid e-mail address (electronic mail address) you can contact through.

#### **CLOSING DATE FOR THIS POSITION: Until Filled**

The US Mission in Brazzaville provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.